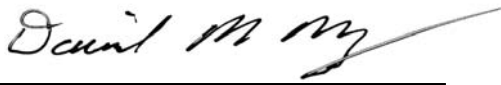


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 7	Number 11	Effective Date 06/16/08	Review Date 2011
Subject CRIMES BY INMATES			☐ New Order ☒ Replaces O.O. 702-05, (03/29/04)
References VLEPSC ADM.14.01, ADM.25.01c, OPR.02.01a and OPR.05.01			
 _____ Chief of Police or Designee		06/16/08 _____ Date	

I. PURPOSE

The purpose of this **directive** is to establish the policy and procedure for crimes committed by inmates while in the custody of the City Jail and/or the Juvenile Detention Center.

II. POLICY

It is the policy of the Richmond Police Department to provide its members with the proper guidelines for handling the investigation of crimes committed by inmates in the City Jail and/or the Juvenile Detention Center.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE**A. General Information:**

1. ***At times***, individuals who are confined in correctional facilities commit crimes. Upon ***the*** request from the correctional facility, the Richmond Police Department ***will assist the requesting agency in the investigation***

of crimes committed within that facility. Charges may be *placed* by *either agency*.

2. *A copy of the investigative report shall be forwarded to the Commonwealth's Attorney's Office to determine the best course of action when placing charges.*

B. Procedure for Investigating Crimes Committed by Inmates of the City Jail:

1. The Richmond Sheriff's **Office** investigates all crimes committed by all inmates, staff and visitors in *its* facilities. The investigative jurisdiction includes the City Jail, Lock-up and the Richmond City Courts. If the Sheriff's **Office** determines "outside" investigative assistance is needed, the State Police or the Richmond Police Department may be requested.
2. If the Richmond Police Department is requested to assist in investigating a crime(s), officers shall conduct a preliminary investigation, and if warranted, compile an Incident **Based Report (IBR)**. The investigating officer shall notify his/her immediate supervisor of the *incident*.
3. Upon notification, the supervisor will respond and determine if a detective should be *contacted*.
4. The supervisor *and/or* the detective, *when contacted*, must determine from City Jail officials *that* the inmate *will not be* released on bond or released from custody. *If released, the supervisor and/or detective shall contact the Commonwealth's Attorney's Office to determine charges.*

C. Procedure for Investigating Crimes Committed at the Richmond Juvenile Detention Center:

The Richmond Juvenile Detention Center's staff investigates, depending on the type of incident, most crimes committed by detainees. The Department may be contacted to conduct an investigation, however, crimes committed by detainees are handled "administratively" by the Detention Center's staff.

V. **ROLES AND ACCOUNTABILITY:**

A. *Richmond Police Officers shall:*

1. *Assist correctional facilities in the investigation of crimes committed within that agency, upon the request from that agency;*
2. *Notify his/her immediate supervisor of the incident;*
3. *Conduct a preliminary investigation, and if warranted, compile an Incident Based Report; and,*
4. *Forward a copy of the investigative report to the Commonwealth's Attorney's Office to determine the best course of action when placing charges.*

B. *Supervisors shall:*

Respond to the scene upon notification by the responding officer and determine if a detective should be contacted.

C. *Supervisors and/or Detectives shall:*

Determine from City Jail officials that the inmate will not be released on bond or released from custody. If released, the supervisor and/or detective shall contact the Commonwealth's Attorney's Office to determine charges.

VI. **FORMS**

IBR